Entering Purpose for Testing Information into Program Note

The purpose for which the BDI2 was administered needs to be entered as a program note to each assessment. The Purposes are as follows:
  o Entry C
  o Exit C
  o Transition   *(student was aging out of Part C and determined eligible for Part B)*
  o Entry B
  o Exit B
  o NA   *(student not determined eligible for Special Education or assessment was given for purposes other than that required by the State Performance Plan)*
  o **THIS MUST BE ENTERED/WORDED EXACTLY LIKE THIS. PLEASE DO NOT ADD ADDITIONAL TEXT/WORDING!!**

After the assessment has been scored you must enter the purpose by using the Program Note feature.

**Do not add additional text in the Program Notes, only: Entry C, Exit C, Transition, Entry B, Exit B, or NA
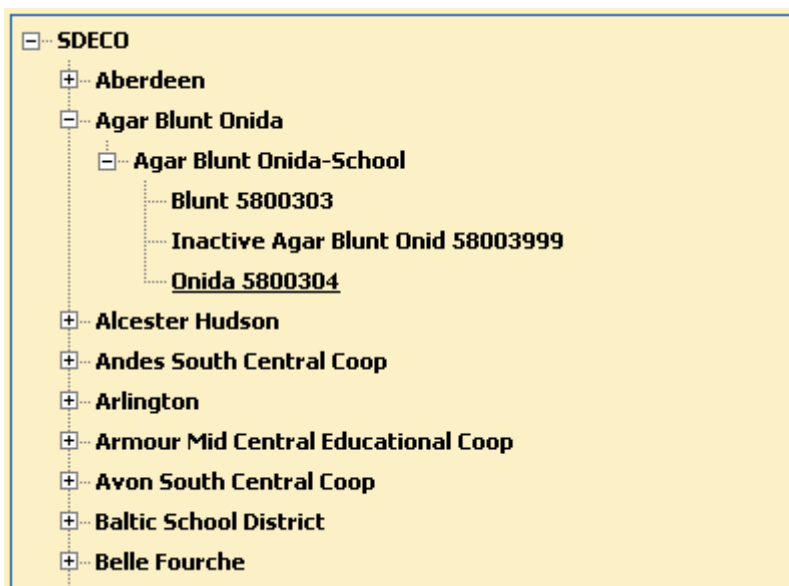
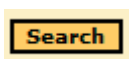1) Scroll over Child Administration and click Search Child.
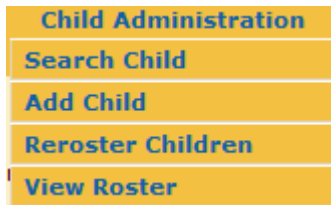
2) Enter the name of the subject in the First Name and Last Name fields.

3) If you know the organization to which the subject is assigned, click the + button to locate the organization. Click on the organization.

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⊟ SDECO
   ⊞ Aberdeen
   ⊟ Agar Blunt Onida
      ⊟ Agar Blunt Onida-School
            Blunt 5800303
            Inactive Agar Blunt Onid 58003999
            Onida 5800304
   ⊞ Alcester Hudson
   ⊞ Andes South Central Coop
   ⊞ Arlington
   ⊞ Armour Mid Central Educational Coop
   ⊞ Avon South Central Coop
   ⊞ Baltic School District
   ⊞ Belle Fourche
```

4) Click Search.

Search

Locate the subject in the list.

Dawson	Joe	Male		Y	Agency 1-Class	03/04/2001	EDIT ✖ TEST ▮ ▤

5) Click the Test icon located in the same row as the subject's name.

TEST

6) Locate the date of the assessment to which the Program Note should be assigned.

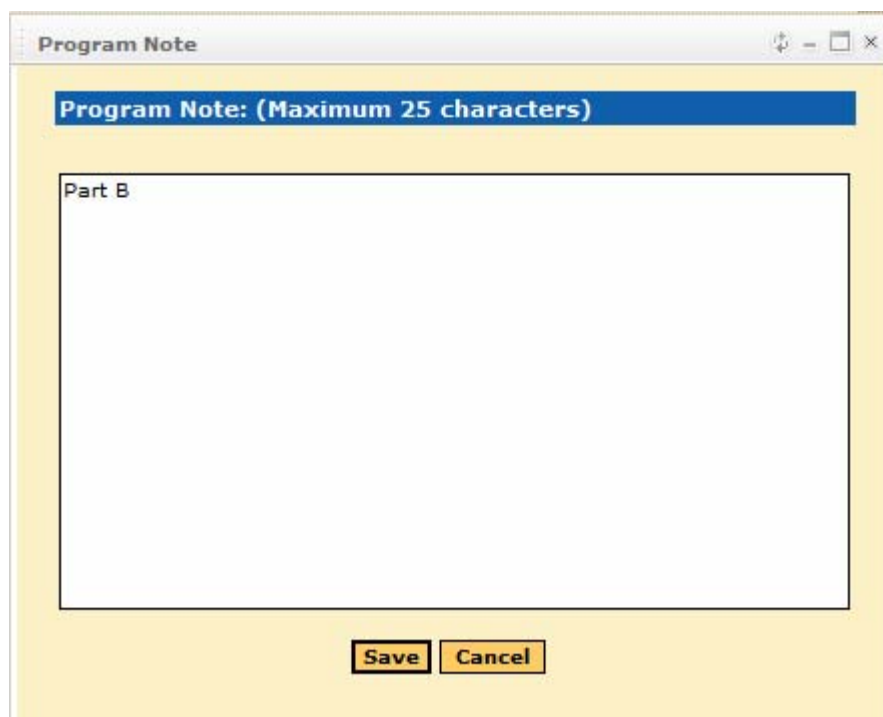| Merge Selection	First Date	Retest	Instrument	ADP	P-S	COM	MOT	COG	Observations	Program Note	Delete
☐	8/16/2007	-	Screener	X	-	-	-	-	-	Program Note	✖
☐	6/25/2007	-	Complete Assessment	X	X	X	X	X	X	Program Note	✖

7) Click Program Note located in the same row as the assessment.

Program Note

8) Enter the Purpose for administration into the Program Note text box.

<u>PLEASE USE THIS EXACT WORDING WHEN ENTERING INFORMATION!</u>

- o Entry C
- o Exit C
- o Transition   *(student was aging out of Part C and determined eligible for Part B)*
- o Entry B
- o Exit B
- o NA   *(student not determined eligible for Special Education or assessment was given for purposes other than that required by the State Performance Plan)*

9) Click Save.

This information will now be tied to the assessment. It will appear on most reports and can be exported with assessment data.

Exporting Data

Exporting Data

Creates a file that includes all of the data that you select. This file can be used with another application.

1. To export data from the BDI-2 Data Manager, choose **Import/Export** > **Export**.

2. When the Export page opens, select the option to indicate the type of data you want to export.
    Organization—Select this option to export information about your organization.
    Staff—Select this option to export staff records.
    Students—Select this option to export student records.
    Assessment Summary—Select this option to export assessment summary information.
    Assessment Details—Select this option to export details about assessments.
    Assessment Observations—Select this option to export assessment observations.

3. Click
⊞to expand the hierarchy list; then select a level of your organization to specify the scope of the information that is exported.

4. Specify the type of file you want to export.
    Tab—Select this option if you are using a plain text application, such as Microsoft Notepad, to organize the exported data. This will create a file in which the information is organized into lines, and each item is separated by a tabbed space.
    Comma—Select this option if you are using a spreadsheet application, such as Microsoft Excel, to organize the exported data. This will create a file in which the information is organized into rows and each item is separated by a column.

5. Click
 to export the file; then save it.

1. Select **Assessment Summary**
2. Highlight Organization. You can choose to export all schools within your organization or individual schools. Highlighting SDECO will allow you to export all schools within your organization.
3. Select dates (03/01/2006) beginning date SEP required all tests to be scored using the online system.
4. Export File (if you have difficulty viewing the file, you may need to disable your pop-up blocker.

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1. After the export in complete, copy and paste the data file into an Excel sheet. This will allow you to view the testing records more easily.
2. Scroll to the right and check the Program Notes Column.
3. Some students will have duplicated records due to entering difficulties. Don't be alarmed when **all** the students' records show up in the exporting feature. Only enter program notes into the files with the testing records. Disregard the duplicates (they shouldn't have any testing data).

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